

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Human Resource</b> <b>Policy/Procedure</b>
<b>Job Descriptions</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: April 30, 2015 (R)
DISTRIBUTION: Employees

**Policy:**

Atikokan Literacy Incorporated is committed to having an up-to-date and accurate job description for every role within the organization. Each employee will be provided with a copy of his/her position's job description when they commence that position. Job descriptions for all staff positions are reviewed on an annual basis.

**Procedures:**

1. The written job description shall include but is not limited to:
  - a) The position title
  - b) The purpose of the position
  - c) Reporting relationships and accountability
  - d) Responsibilities and duties
  - e) Minimum educational requirements
  
1. When recruiting for open positions, the job description for the position will be made available for interested applicants.
  
2. If a job description is updated or changed, the employee(s) holding that position will be notified of the changes and will be supplied with an updated version of their job description.
  
3. Employees who feel that their job description does not accurately reflect their role should take their concerns to the Executive Director. If the Executive Director agrees that the job description is no longer valid, a review will be scheduled with the employee and revisions to the duties and responsibilities of the role and the knowledge skills and abilities of the job will take place.